

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Public Works GIS Coordinator	<u>Revision Date:</u>	08/06
			<u>EEO Function:</u>	Streets/Hiways
			<u>EEO Category:</u>	Professional
			<u>Status:</u>	Non-Exempt
			<u>Control No:</u>	30541

II. Summary Statement of Overall Purpose/Goal of Position:

Under direction the City Engineer, designs, operates, oversees and maintains the Sandy Department of Public Works Geographic Information System (GIS). Coordinates GIS activities between Public Works and other City Departments. Coordinates GIS database development and maintenance. Provides and oversees automated cartographic and related database services to the department. Performs professional drafting, mapping, graphic illustrations, general planning research and related report preparation duties for the department. Coordinates and manages engineering project files and drawings.

III. Essential Duties

- Provide computer mapping and related database services to the department.
- Prepare maps and geographic information for City departments as requested.
- Develop database structure, tables, forms, and reports for geographic data.
- Respond to public inquiries and requests for maps, charts, graphs, and related information.
- Digitize new data; edit and improve existing maps.
- Plot maps.
- Coordinate and assign tasks to GIS technicians and interns.
- Provides graphic and illustrative assistance to the City.
- Read and interpret graphs, charts, plans, diagrams, air photos, and maps.
- Research various mapping and related database project assignments.
- Design and implement a system to file and manage engineering documents and project files.

IV. Marginal Duties

- Maintains drafting equipment, GIS hardware and software in good working order.
- Write reports, memos, and keep records on GIS progress.
- Performs other duties as assigned.

V. Qualifications:

Requirements: Valid Utah Driver's License is required.

Education: Graduation from an accredited college or university with major course work in geography, cartography, GIS, or a related field.

Experience: Two years progressively responsible mapping/computer experience that includes use of a computerized mapping or Geographic Information System; may substitute any equivalent combination of education and experience.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Concepts of database design, development, and application as related to GIS; software and hardware maintenance, MS-DOS, PC use and practices; digitizing and plotting techniques; the nomenclature, symbols, techniques, and mathematics of mapping; drafting techniques and procedures; map interpolation, aerial photograph interpretation.

Responsibility for: Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people and liability of the City; putting hostile and upset people at ease; coordinate work activities of technicians or interns.

Communication Skills: Ability to professionally furnish and obtain information from other departments and agencies; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; must be able to follow complex written and oral instructions; must be able to write professional reports.

Tool, Machine, Equipment Operation: Requires regular use of a telephone and PC computer; frequent use of a digitizer, plotter, printer, GIS equipment and software, including Structured Query Language (SQL), and blueprint machine. Regular need to drive.

Analytical Ability: Read and interpret graphs, charts, plans, diagrams and maps; prepare maps and graphics; use GIS equipment and software; communicate effectively verbally and in writing; prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances.

VII. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines and overtime; a constant amount of seeing is required; constant talking and hearing is necessary to deal with the public, and other City personnel; work is confined to an office setting.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or